



## BCCMA Policy statement with regard to secure storage, handling, use, retention & disposal of Disclosure and Barring Service (DBS) certificate information

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the BCCMA complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information.

### Storage and access

The BCCMA do not store any certificate information.

### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information. ***This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.***

### Disposal

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. We will, however, keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the details of the recruitment decision taken.

### Umbrella body

The BCCMA will ensure that any Umbrella body used in the process of gaining DBS Certificates are registered as such on the DBS website.